**Checkpoints for writing and learning your speech (APPA)**

**Writing your speech**

1. PREPARE to research carefully using keywords and speech marks to narrow down searches.
2. Ensure the research information is valid.
3. State which country the information relates to. e.g. America, world-wide etc.
4. If you are using terms, explain what the terms mean. e.g. SPCA or Type 2 diabetes.
5. Try to get research information from New Zealand.
6. If no information or research data is available, do your own surveys.
7. Become really familiar with all the information you have and put it together in a way with which you feel comfortable.

**Learning your speech**

1. Condense the main points and write on small cards which can be held in the palm of the hand - do not attempt to write out the whole speech.
2. Practise your speech from your cards. Say it out loud as often as you feel you need to, in order to be comfortable with the flow. Also practise in front of a mirror so you can see your expression, stance and gestures.
3. Practise in front of your family and friends and ask them for constructive feedback. Practise making eye-contact with your audience.
4. Memorise the introduction and conclusion so you can involve the audience at the start as well as leave them with the full impact of your speech at the end.

**USING YOUR VOICE**

Remember that this is a speech and not a dramatic performance but still try to use and vary the following:

* SPEED - Speak slowly enough for the audience to understand you. Change your pace as appropriate.
* PITCH - You have a wide range of 1 to 2 octaves to use.
* EXPRESSION - Use your voice to show emotions e.g. fear, anger, excitement, sorrow etc.
* VOLUME - Every word of your speech is important. The whole audience needs to be able to hear every word or else they will “switch off” from you. Practise projecting your voice in a large room.

**GESTURE**

* Facial and body gestures must enhance not distract from the speech
* Make use of eye-contact
* Have a relaxed stance
* Use pauses to allow the audience to assimilate the message
* Vary the pace

**PROPS**

* **RESIST** the temptation – Do not use props.